

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 11 April 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #15

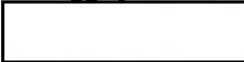
I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

25X1

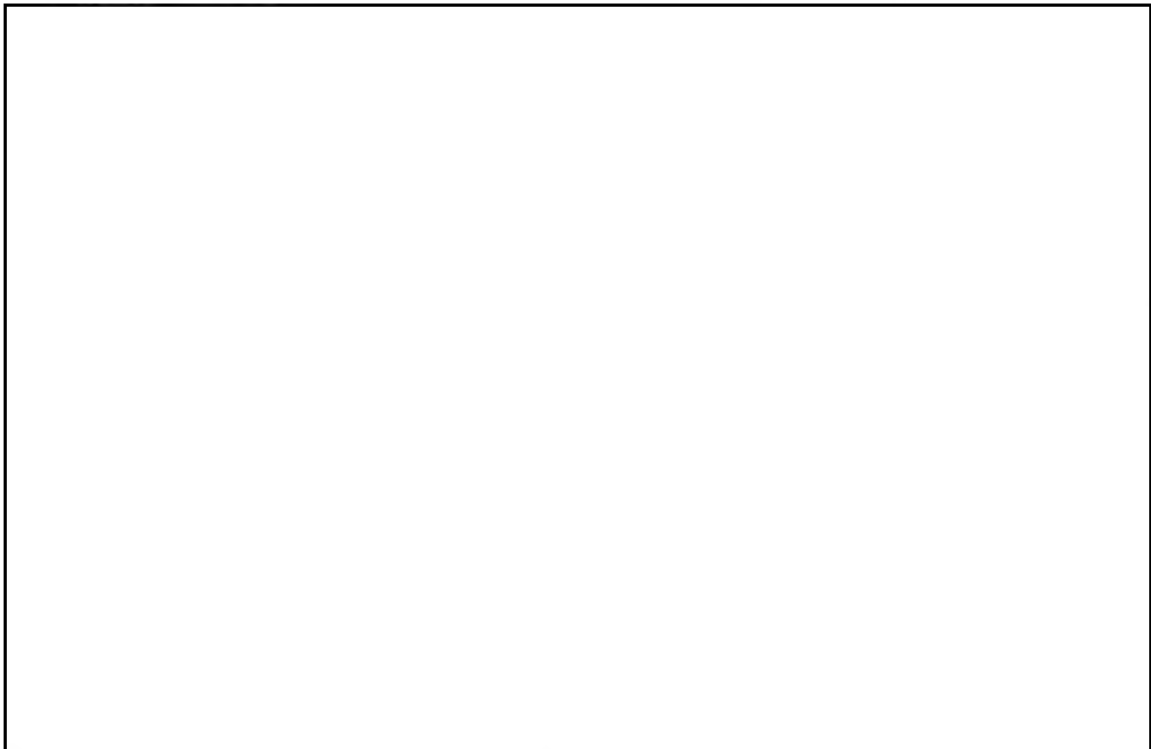
~~SECRET~~

4. Surplus Vehicles - Eleven additional trucks have been declared surplus. Disposal instructions and authority have been requested from the Office of Logistics.

5. Air Conditioning - A memorandum to the Director of Logistics is being prepared requesting reconsideration of his disapproval for air conditioning the Graphic Aids Workshop, Supply Office in the warehouse, and the Security Building,



- 25X1
- C. Covert Training Imprest Fund - A recent directive from Finance Division would require accountings for expenses for the operation of personal vehicles, which exceed five dollars, to be submitted directly to the Finance Division. The BFO/TR has requested Finance Division to reconsider the instruction since this seriously restricts the use of the fund.
- D. FY 1957 Personal Services Budget Revision - Projected Personal Services estimates for FY 1957 are being revised in view of pending reallocation of positions in OTR components.
- E. PERSONNEL ITEMS:



25X1

~~SECRET~~